

AGENDA

SPECIAL MEETING BOARD OF MAYOR AND ALDERMEN

October 23, 2006

**7:00 PM
Aldermanic Chambers
City Hall (3rd Floor)**

- 1.** Mayor Guinta calls the meeting to order.
- 2.** Mayor Guinta calls for the Pledge of Allegiance.


A moment of silent prayer is observed.
- 3.** The Clerk calls the roll.
- 4.** Mayor Guinta advises that the purpose of the special meeting is consideration of recommendations submitted by the Special Savings Task Force.
- 5.** Mayor Guinta advises that this being a special meeting of the Board, no further business can be presented and a motion to adjourn would be in order.



City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

TO: The Board of Aldermen

FROM: Frank C. Guinta, Mayor 

DATE: 17 October 2006

SUBJECT: Savings Task Force Report

I am in receipt of the final recommendations by the Special Savings Task Force that I appointed in August. The Task Force was charged with identifying savings to offset the car tax hike (approximately \$390,000) included in FY2007 budget approved by the Board of Aldermen but subsequently vetoed by me.

As Mayor it is my duty to save the taxpayers money and to avoid any unnecessary tax increases. Therefore I fully endorse the budget cuts proposed by the Special Savings Tax Force and urge the Board's acceptance of this plan. Furthermore, the Task Force made additional savings recommendations that they suggest the City should consider adopting in the future.

Since this report was not available to be given to the Board until this evening, I am calling a Special Meeting of the Board of Mayor & Aldermen for Monday, October 23, 2006 to consider this proposal. (In the event that the funeral for Officer Briggs is held that day, the meeting will be rescheduled for later in the week.)

October 16, 2006

Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Honorable Board Members:

Nearly 60 days ago, Mayor Frank Guinta established a three member policy advisory committee to review the FY07 operating and capital budgets. The purpose of the committee was to assist the Board in identifying areas of the budget that could be tapped to off-set anticipated revenue shortfalls. The committee members included Jacquelyn Domaingue and Janice Higgins (Susan Desrosiers was named to the committee but was unable to meet with the committee due to scheduling conflicts.) For two months the committee reviewed both operating and CIP budgets. Processes, procedures and contracts were all brought in to question as several departments provided additional information for the committee members.

The result of the review is summarized in the attached spreadsheet. We believe that without any impact to operations or capital neglect, \$415,137 can be eliminated from the FY07 appropriations. The impact to the tax rate for Manchester property owners is approximately one-quarter of one percent. The majority of the proposed reductions are from the CIP cash budget. We believe that while these dollars were appropriated for a good reason, deferral or elimination of these expenses will not have an adverse effect on the city. Only \$136,137 was proposed to be removed from operating budgets. These dollars mainly represent dollars that should not be required with the recently announced reduction of electric rates. The committee members were unanimously opposed to budgeting dollars for "Incidentals". The overwhelming majority of "incidental" spending was miscellaneous in nature and non-essential.

In reviewing the operating budget, the committee found numerous areas where savings and efficiencies could be realized over a period of time, but certainly not by the time the state sets the tax rate in the next several weeks. In this regard, ten additional opportunities for future years' budget savings are included as "Other Recommendations".

Jacquelyn Domaingue
Janice Higgins

PROJECT #	TITLE	BUDGET	ACTUAL SPENT	ENCUMBERED BALANCE AT 10/06/06	Recommended Budget Reductions
CIP					
213607	INFO-BANK	19,800	3,600	16,200	0
411807	HAZARD TREE REMOVAL	40,000	1,941	9,980	20,000
510807	PARL IMPROVEMENT PROGRAM	65,000	19,549	0	35,000
612207	INTOWN/MILLYARD LANDSCAPE	20,000	0	0	20,000
711307	MUNICIPAL DEFERRED MAINTENANCE	175,000	0	1,400	100,000
711407	SIGN INSPECTION & MAINTENANCE	25,000	0	0	25,000
811107	PERFORMANCE BASED MANAGEMENT	50,000	0	0	30,000
811207	EMPLOYEE TRAINING & DEVELOPMENT	39,065	5,415	32,030	32,000
710907	BRIDGE MAINTENANCE				17,000
Operating Budget					
	INCIDENTALS*				36,137
	ELECTRICITY**				50,000
	STREET LIGHTING***				<u>50,000</u>
	TOTAL				415,137

* \$1,000 will remain in the Incidental Lines respectively for Solicitor, Clerk & Human Resources

** Savings can be found city wide due to lower energy costs

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Other Recommendations

1. Health/Dental Buyout - thorough review-savings will benefit City in FY08 + out
2. Central Purchase/Fleet-needs to be implemented
3. Contract out employee assistance program
4. Central vehicle parking - savings in gas/maintenance
5. Employee energy savings task force
6. Employee Retirement Buyout
7. Copy Machine -single provider
8. Building Rentals-eliminate or find greater savings
9. Consolidate economic development efforts -reduce CVB for rent self-sustaining by end of FY07
10. Explore contracts of information Systems